



**U.S. Department of  
Transportation**

Office of the Secretary of  
Transportation

**PAGE CHANGE**

DOT 1100.64C  
Change 3

April 28, 1997

Subject: **Department of Transportation, Federal Railroad Administration Organization Manual**

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1. **PURPOSE**: This change transmits revised pages to DOT 1100.64C, Federal Railroad Administration Organization Manual.
2. **EXPLANATION OF CHANGE**: The Office of Safety has added the function of directing and administering safety improvement and development processes to the Office of Safety Analysis. Other changes are associated with actions to increase the employee to supervisor to employee ratio.
3. **FILING INSTRUCTIONS**:

<b><u>REMOVE PAGES</u></b>	<b><u>DATED</u></b>	<b><u>INSERT PAGES</u></b>	<b><u>DATED</u></b>
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Rodney E. Slater  
Secretary of Transportation

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Distribution: All Secretarial Offices  
All Operating Administrations  
Bureau of Transportation Statistics

OPI: Office of Information Technology  
and Support Systems



**OFFICE OF SAFETY ASSURANCE AND COMPLIANCE**

1. **MISSION.** Develops, implements, and administers a national rail safety compliance and enforcement program. Promotes railroad safety through the establishment of policies, rules, and standards. Identifies research and development requirements and promotes a safe environment in the railroad industry.
2. **FUNCTIONS.**
  - a. Develops and implements procedures to increase the effectiveness and scope of the rail safety program.
  - b. Directs and administers a national compliance and enforcement program.
  - c. Provides direction and guidance to the Office of Safety's field organization on discipline-specific technical issues related to inspection, enforcement, and accident activities.
  - d. Directs and administers safety assessment activities.
  - e. Identifies and coordinates research and development requirements and plans and directs studies designed to test and evaluate equipment and procedures.
  - f. Administers and coordinates activities to improve railroad safety in high-speed corridors.
  - g. Directs and administers railroad alcohol and drug abuse prevention programs, including oversight of required testing activities.
  - h. Directs and administers the following organizational entities:
    - 1) Operating Practices Team;
    - 2) Hazardous Materials Team;
    - 3) Signal and Train Control Team;
    - 4) Motive Power and Equipment Team; and
    - 5) Track Team.

Vertical line denotes change.



### **OFFICE OF SAFETY ANALYSIS**

1. **MISSION.** Develops, implements, and manages a rail safety program planning and evaluation process. Develops rail safety long-range program goals, objectives, and requirements and monitors state rail safety programs.
2. **FUNCTIONS.**
  - a. Develops and administers rail safety planning and evaluation systems.
  - b. Initiates, develops, and implements safety rules and standards.
  - c. Directs and administers the railroad aspects of highway-rail grade crossing and railroad trespassing prevention programs.
  - d. Plans and directs rail safety information systems analysis, design, and development.
  - e. Directs and administers resource allocation systems, workload projections, and inspection coverage standards for placement of staffing resources in support of inspection, enforcement, and accident activities.
  - f. Administers the State Participation Program.
  - g. Works with the Office of Safety Assurance and Compliance in the development and implementation of enforcement and compliance initiatives.
  - h. Provides technical expertise in accident investigations and reporting.
  - i. Prepares cost/benefit analysis to determine the economic impact from safety regulatory proposals.
  - j. Directs and administers safety improvement and development processes.
  - k. Directs and administers the following organizational entities:
    - 1) Planning and Evaluation Team;
    - 2) Systems Support Team;
    - 3) Highway Rail Crossing and Trespasser Programs Team;
    - 4) Resource Allocation Team; and
    - 5) Safety Improvement and Development Team.

Vertical line denotes change.

